

Little Traverse Bay Bands of Odawa Indians

JOB POSTING

Job Title: Pharmacist
Department: Health
Reports to: Chief Pharmacist
Status: Contract Employee
Opens: October 04, 2017
Closes: October 25, 2017

SUMMARY

LTBB of Odawa Indians is looking for a Pharmacist who is ready to make a difference in the lives of Native American families. The LTBB Pharmacy will service the largest underserved population in northern Michigan, and the Pharmacist will ensure the LTBB Pharmacy delivers high quality service and guidance to every patient. The Pharmacist will practice under the direction of the Chief Pharmacist in the day-to-day operations of the pharmacy.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides information and advice regarding drug interactions, side effects, dosage, and proper medication storage
- Assesses the identity, strength, or purity of medications
- Reviews medical records for safety, appropriateness and effectiveness of drug therapy by alerting the medical staff to any prescription or dosage that could be harmful or dangerous to patients.
- Selects, procures, and prepares only those medications that conform to standards of quality for potency, purity, and effectiveness at the time they are administered or used by the patient.
- Ensures accurate filling and dispensing of prescriptions and over-the-counter drugs on orders of credentialed provider.
- Computes dosage, weights, and measures drugs, mixes and compound drugs, as well as chemicals to determine proper dosage and evaluates permissible concentrations.
- Specifies and labels directions and precautions to assure proper protection of the contents and to the patient.
- Reviews inventory counts and complies with all Federal and State reporting guidelines and applicable laws.
- Properly stores and protects drugs and chemicals to prevent reactions from external influences such as light, temperature, humidity, or interaction with the containers.
- Documents all clinical activities in patient medical records
- Assists in the maintenance of accurate medication lists and allergies in patient medical records
- Collaborates with other health care professionals to plan, monitor, review, or evaluate the quality or effectiveness of drugs or drug regimens, providing advice on drug applications or characteristics

- Coordinates care with outside agencies by transferring prescriptions to outside pharmacies when necessary, processing incoming prescriptions and collaborates with Purchase/Referred Care.
- Ensures revenue is maximized through continuous use of pharmacy billing package to minimize rejections.
- Consults and provides a wide range of drug information to the community and clinical staff
- Counsels patients on safe and effective use including compliance with prescribed medications. Serves as a therapeutic consultant to medical staff.
- Maintains records of pharmacy transactions and licenses as required by law and as necessary to maintain control and accountability of all medications.
- Maintains professional knowledge base through completion of continuing education activities.
- Conduct behavior in a manner that is professional and courteous to all patients and staff at all times.
- Consistently portray a positive working attitude that fosters a pleasant work environment.
- Ensures that personnel and client/patient files are securely stored and privacy/confidentiality is maintained
- All other position related duties as assigned by management.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Compassion and high level of service for our patients, parents and staff
- Integrity, always doing the right thing
- Team building skills; organizational and staff development skills
- Strong interpersonal and communication skills
- Able to organize work and engage in a variety of tasks simultaneously
- High degree of initiative, accountability and independent judgment
- Commitment to confidentiality

PHYSICAL DEMANDS

Standing for long periods of time, frequent walking, and occasional lifting of 10lbs to 20lbs, reaching, bending, kneeling, or stretching is to be expected.

WORK ENVIRONMENT

Work is performed in a climate controlled medical office environment. The employee's work schedule may need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Work may involve exposure to infections, communicable diseases, contaminated materials, bodily fluids, and radiation resulting in the need to wear personal protective equipment (PPE) such as masks, eye protection, rubber gloves, and gowns. Occasional overnight travel may be necessary to attend meetings or trainings.

EMPLOYMENT QUALIFICATIONS

Requirements:

- A Degree in Pharmacy from an accredited institution

- A current and unrestricted Pharmacist license and Controlled Substance license from the State of Michigan.
- Knowledge of proper drug and medication storage to ensure preservation and security.
- Knowledge of potential side effects of certain drugs or medications to properly advise and counsel patients.
- Knowledge of appropriate resource and reference material and their application
- Ability to communicate and motivate patients regarding disease state, desired outcomes, proper administration, use, actions, precautions and storage of their medications.

Strongly Preferred:

- Training and experience in a cultural diverse environment preferably with the Native American population

COMMENTS:

Indian Preference will apply. Individual must pass an extensive background investigation.